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SlimLite Tables

Handling, Operation & Maintenance **Manual**

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SECTION 1 - INTRODUCTION

1.1 About This Manual

- 1.1.1 This manual is intended for the instruction and guidance of personnel charged with the handling, operation and maintenance of Burgess SlimLite tables.
- 1.1.2 The procedures given in this must be read and understood by all relevant personnel.
- 1.1.3 Some procedures given should only be carried out by relevant specialists. This will be flagged where appropriate.
- 1.1.4 All relevant diagrams are to be found within this manual.
- 1.1.5 Burgess Furniture cannot be held liable for any loss, damage or injury resulting from failure to follow the procedures given.

1.2 Health & Safety (UK)

- 1.2.1 It is the Employers duty under the Health & Safety at Work Act 1974 to ensure all operational staff are aware of manual handling recommendations under the Manual Handling Operations Regulations 1992 (SI 1992 No. 2793).
- 1.2.2 Assessment should address itself to (a) task, (b) load, (c) working environment, and (d) individual capability.
- 1.2.3 Please refer to relevant brochure for individual weights or contact Burgess Furniture Ltd.

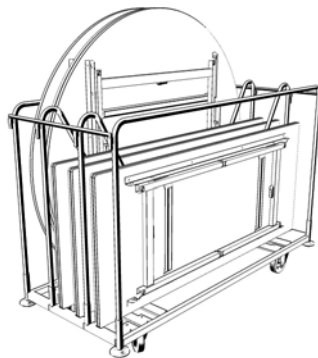
SECTION 2 – HANDLING, STORAGE & OPERATION

2.1 Handling

- 2.1.1 To minimise the risk of personal injury and / or damage to tables, it is recommended that tables are transported using our purpose-built Burgess table trolleys.
- 2.1.2 Generally, tables weighing less than 25kg may be handled by one person of average strength and stature. Since the largest table in the SlimLite range, the BSL18D weighs less than 20kg, it should be quite easy for one person to handle these tables.
- 2.1.3 Always use the correct lifting technique – legs bent, back straight, head up.
- **If the individual feels the task is too much for them alone they should seek assistance rather than risk injury and / or damaging the table.**
- 2.1.4 Round tables may be rolled on smooth / carpeted floors.
- **DO NOT roll tables on rough surfaces such as concrete or tarmac. The aluminium edging will become damaged and this damage will be transferred to any smooth flooring.**

2.2 Storage

- **Unless specified, Burgess products are not intended for outside use and must not be stored in sunlight, rain, dew, or salt air.**
- 2.2.1 It is recommended that all SlimLite tables are stored on purpose-built Burgess table trolleys. These provide the safest, most convenient form of storage and transportation.
- 2.2.2 Round tables are stored upright (on-edge) on “TTE/M” style multi-purpose trolleys. Rectangular tables can be stored upright (on-edge) on “TTE/M” style multi-purpose trolleys, or stacked flat on “TTF” style trolleys.



TTE/M Table Trolley



TTF Table Trolley

- 2.2.3 If trolleys are not available, rectangular tables may be stored either flat or upright (on-edge).
- **If tables are stored upright (i.e. leant against a wall) they should be as upright as possible.**
- 2.2.4 In all cases tables should be stored “top-to-top” and “frame-to-frame” to prevent the flock coating being permanently compressed.

2.3 Operation

- 2.3.1 Please refer to the illustrated instruction sheet at the back of this manual.

SECTION 3 – MAINTENANCE & REPAIR

3.1 General

- 3.1.1 All Burgess products are designed to give a long, trouble free working life with the minimum of maintenance and as such there are no user-serviceable parts. However, there is still a requirement for the operator to carrying out simple periodic inspection and maintenance as detailed below.
- 3.1.2 The maintenance procedures given should be carried out with the table unfolded and ready for use. (See Section 2 – Handling, Storage & Operation.)
- 3.1.3 Light damage as outlined below may be repaired by (or by agents of) the operator. More severe damage should be referred to Burgess Furniture Ltd.

3.2 Maintenance Schedule

- 3.2.1 The following maintenance procedures should be carried out at least every 3 months under normal operating conditions, or every 1 month under severe contract conditions.

3.3 Cleaning

- 3.3.1 Table underframes should be cleaned using a damp cloth and, where necessary, a mild soap cleaning agent.
- **Abrasive scourers should not be used.**
- 3.3.2 Flock coated tops should be cleaned using a damp cloth and a mild detergent. Heavy staining may be difficult to remove.
- **DO NOT use bleach or any other caustic / solvent based cleaner as permanent damage to the top will result.**
- 3.3.3 Laminate tops should be cleaned using a damp cloth and a mild detergent then dried with a soft lint-free cloth. Do not use any form of furniture polish on laminate table tops as this will result in smearing.

3.4 Inspection & Repair

- **Inspections must be carried out by a competent person. All defective tables must be immediately removed from service. Repairs must only be carried out by competent personnel.**
 - **Referring to Section 2 – Handling, Storage & Operation:**
- 3.4.1 Operate the leg folding mechanisms and check that all moving parts are free from damage and function smoothly, and that all pivot points are secure.
- 3.4.2 Check that the spring action of the legs is operating smoothly and that the legs “lock-out” without manual intervention.
- 3.4.3 Check that the magnetic leg retainers are present and functioning effectively.
- 3.4.4 Inspect where the underframe is joined to the top, ensuring that the top is secure.
- 3.4.5 **Round Tables:** Inspect the perimeter of the aluminium frame for damage such as gouges and nicks which could be transferred to smooth flooring and table cloths. Any such damage to the edging can be carefully removed using a fine file or emery cloth.
- 3.4.6 **Laminate Tops:** Scratches to the laminate itself can be improved using a colour-matched filler, but it will be impossible to match the pattern on wood grain finishes.

- **Laminate repairs are a specialist tasks and should only be performed by an experienced person. If the top is more severely damaged i.e. cracked or pierced, then the table must be taken out of service.**

3.4.7 Inspect the legs and ensure all four plastic feet are in place and in good condition. Heavy-handed use such as dropping the table from height can cause the metal leg to shear off the plastic feet, leaving the end of the metal leg exposed. This will cause the table to rock and cause damage smooth or wooden flooring. Any damaged or missing feet must be replaced immediately.

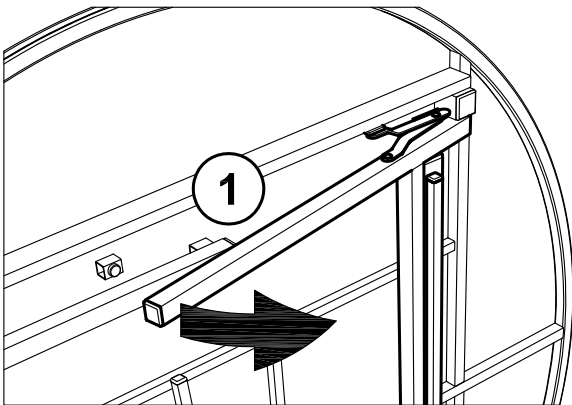
3.4.8 More severe damage should be referred to Burgess Furniture Ltd.

- **ANY DEFECTIVE TABLES MUST BE REMOVED FROM SERVICE IMMEDIATELY.**

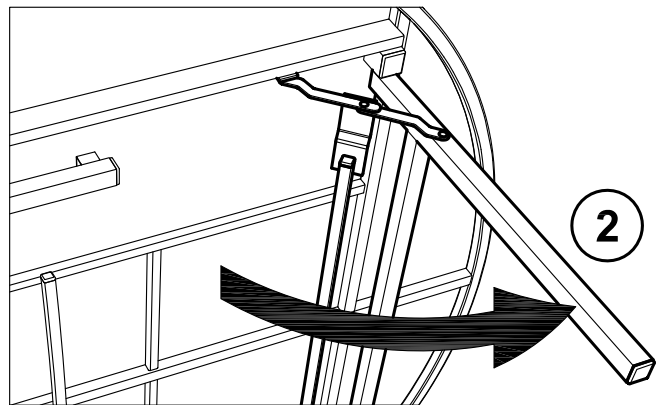
3.5 Lubrication

The SlimLite range of tables needs no lubrication.

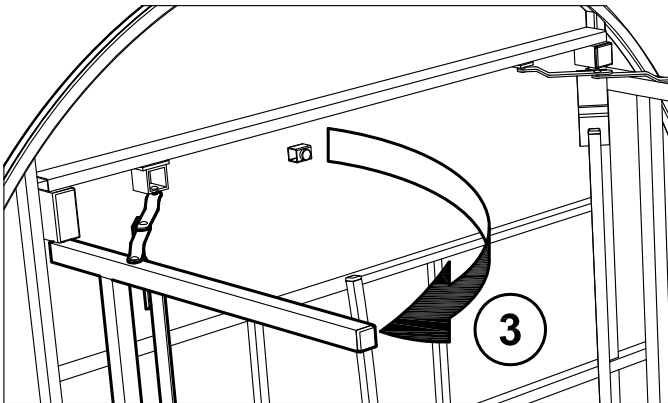
SlimLite Table Operation



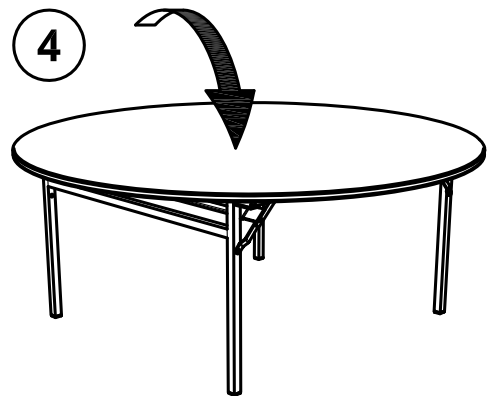
1) Detach the leg from the magnetic retainer and swing the leg outwards.



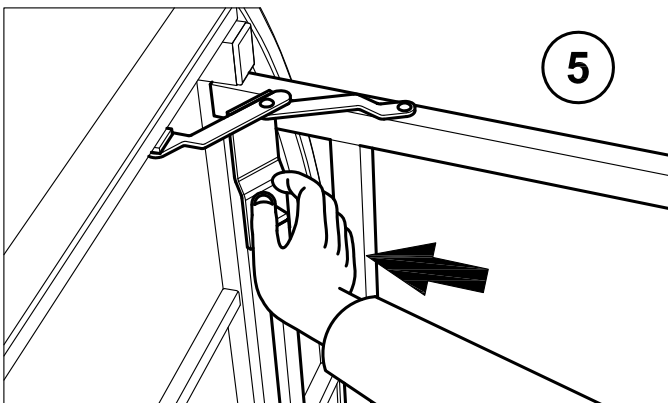
2) At about two-thirds of the way out, springs will push the locking mechanism out to secure the leg.



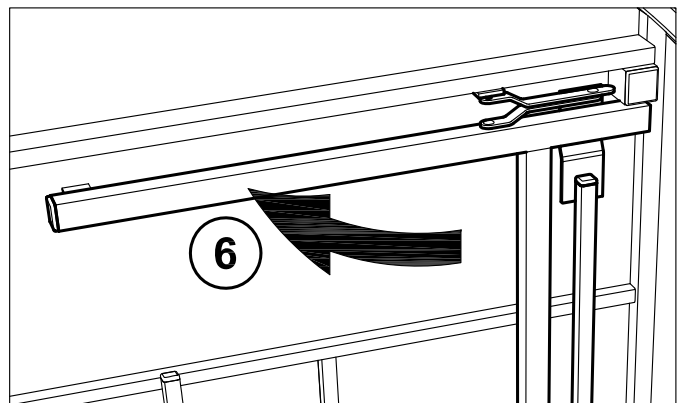
3) Repeat for the other leg.



4) Stand the table upright, ready for use.



5) To close the leg push on the locking mechanism to overpower the springs...



6) ...then swing the leg closed, ensuring the leg snaps onto the magnetic retainer.